



Amro Ragheb

Cluster Director of Finance

Mobile number: +971 50 7266356

Email Address: Amroraghap@yahoo.com

Career Objective

Accountant with 18 years Hotel experience in all Accounting sections is seeking for a new challenge to utilize professional experience.

Personal Information

Birth Date: 09th March 1977

Gender: Male

Nationality: Egyptian

Visa Status: Employment visa

Residence Location: Sharjah, UAE

Marital Status: Married

Cluster Director of Finance - Sharjah National Hotels

Hotel Holiday International | Marbella Resort | Oceanic Khorfakkan Resort & Spa



[July 2018 – Till 10th
August 2021] Sharjah,
UAE

Responsibilities:

- Drive the financial planning of the company by analyzing its performance and risks.
- Retain constant awareness of the company's financial position and act to prevent problems.
- Set up and oversee the company's finance IT system.
- Set targets for and supervise all accounting and finance personnel (management accountants, internal auditors etc.).
- Oversee all audit and internal control operations.
- Develop the corporate fundraising strategy and manage relationships with partners and investors.
- Prepare timely and detailed reports on financial performance on a quarterly and annual basis
- Conduct analysis to make forecasts and report to upper executives.
- Review all the balance sheets and P&L for all the entities.
- Manage company cash flow
- Provide strategic financial planning advice to upper management for long-term growth

Financial Controller

Oceanic Khorfakkan Resort & Spa (177ROOMS& VILLS)



[Jan 2013 – June 2018]
Sharjah, UAE
Responsibilities:

- Been responsible for Prepares budgets by establishing schedules and collecting analyzing
- Consolidating financial data and recommending plans.
- Been responsible for the month end deadlines and schedules and compiled month-end statistical information for financial statements.
- Develop the forecasting models (P&L, Balance Sheet and Cash flow)
- Maximizes return, and limits risk, on cash by minimizing bank balances; making investments.
- Been responsible for setting and checking targets and monitoring the performance of each department within the business in line with their set budgets.
- Review company internal controls
- Guides financial decisions by establishing, monitoring, and enforcing policies and procedures.
- Been responsible for updating the finance policy to match it with the operation.
- Been responsible for Protects assets by establishing, monitoring, and enforcing internal controls.
- Been responsible for the training, development and motivation of accounting colleagues.
- Monitors and confirms financial condition by conducting audits and handling external auditors.
- Provides status of financial condition by collecting, interpreting, and reporting financial data.
- Ensures operation of equipment by establishing preventive maintenance requirements and service contracts
- Maintaining equipment inventories.
- Maintains financial staff by recruiting, selecting, orienting, and training employees.
- Maintains financial staff job results by coaching the employees
- Maintains professional and technical knowledge by attending educational workshops

Chief Accountant

Holiday Inn Express Hotel Dubai Airport (379 ROOMS)



[Dec 11 – Jan 2013]

Dubai, UAE

Dubai, UAE

Chief Accountant

Holiday Inn Express Hotel Dubai Internet city (244 ROOMS)



InterContinental Hotels Group

[Oct 09 – Nov 2011]

Dubai, UAE

Responsibilities:

- Been responsible for monthly closing.
- Prepared monthly P & L.
- Prepared monthly management reports.
- Been responsible for payroll.
- Handled prepaid and accruals.
- Assisted with monthly forecast preparation.
- Monitored the completion and distribution of daily in- house reports (F&B, Rooms segmentation, Flash, and Labor).
- Reconciled and monitored all balance sheet accounts according to the policy.
- Assisted with the preparation of the hotel's staffing guides.
- Been responsible for the monthly journal and closing entries.
- Assisted with the preparation of the hotel's annual budget.
- Assisted with the administration of gratuities.
- Administered rental and tenant contracts.
- Monitored Front Office rebates and to audit the daily operational package that is routed to the General Manager and Controller.
- Assisted in conducting and completing all standard reconciliation templates according to the company policy.
- Assisted the General Cashier in performing cash float audits.
- Assisted in General Cash and Income Audit functions.
- Arranged for stop payments and to monitor bank deposits.
- Supervised all accounting sections such as Income audit, credit control, accounts payable, cost control, purchasing and stores.
- Led, coached, trained and performance managed colleagues of the accounting team.
- Reported to the Regional Financial Controller.

Financial accountant

Holiday Inn Express Hotel Dubai Internet city (244 ROOMS)



InterContinental Hotels Group

**[Oct 2008 Oct 2009]
Dubai, UAE**

Income Auditor & Accounts Receivable Officer
Holiday Inn Express Hotel Dubai Internet city (244 ROOMS)



InterContinental Hotels Group

**July [2007 —Oct 2008]
Dubai, UAE**

Responsibilities:

- Reviewed night audit report.
- Prepared daily revenue report.
- Verified and ensured the accuracy of Front Office, Food and Beverage and other revenue center activities.
- Balanced on a Daily Basis the cash, direct bill, credit card and other revenue related accounts.
- Maintained accurate up to date reference documentation regarding all hotel standard rates, group and special rates, packages and promotions offered by the Mandarin Oriental Jakarta.
- Performed daily audits of banquet checks, event orders, cover counts and guarantees to ensure accuracy and completeness of information and billing.
- Reviewed group room block-pick-up/attrition figures and verification of accuracy and completeness of room charges and complimentary rooms provided.
- Reviewed adjustments, miscellaneous charges & related slips on a daily basis to ensure appropriateness and conformity to established procedure, initiates correction where necessary, reports deviations to management.
- Submitted all allowance vouchers to appropriate management for review and approval.
- Prepared Daily Revenue Report, with supplemental detail & schedules for management review.

- Prepared various daily, weekly, and monthly reports on a timely basis to provide management with timely & accurate numbers on which to base decisions.
- Investigated and corrected errors any discrepancies discovered in the audit process.
- Ensured accuracy and timeliness of audit completion.
- Performed regular and random cash count audit for each colleague whom maintain a house bank/cash float.
- General Cashier in performing his/her day to day cash report / general cashier report, accordingly until the report is ready to be journalized.
- Recommended procedural changes where necessary to correct deficiencies.
- Performed daily journal entries generated from system after its review. Any chart of account relate to the journal must be reconciled daily.
- Assisted in the end of month closing activities; prepares and inputs corresponding journal entries accordingly.
- Supervision of accounts receivable and credit control functions.
- Looked after collection problems.

Education

Zagazig University

Bachelors of commerce [from June 1995 to June 1999]

Accounting Section with computer applications as main subject, banking, economy, management, statistics, and commercial laws as subsidiaries

IT Skills

- Opera, Micros, Brilliant & Host net hotels software.
- Sun System for back office with Excel Vision.
- FMC inventory system.
- MS Windows and MS Office.
- Languages
- Arabic: Native Language
- English: proficient in spoken, written and read.
- Personal Skills
- Leading character.
- Competent on Excel
- Extremely knowledgeable in financial forecasting, accounting principles, and financial data analysis
- Strong interpersonal skills with the propensity to successfully foster new and maintain long-standing business relationships
- Excellent communication skills, both orally and written; skilled in the art of negotiation
- Outstanding integrity, solid moral judgment, and the ability to make important decisions under pressure
- Expert problem solver, analytical thinker, and decision-maker
- Possess strong leadership skills and business acumen
- Able to challenge the status quo and drive through changes
- Diligent with strong attention to detail
- Good understanding of business as well as financial issues
- Good moral character.

- **Able to work with deadlines.**
- **Team player, flexible and open minded.**
- **Hard working.**ⁱ
- **Excellent communication skills.**
- **Active, motivated & dynamic.**
- **Fast learner.**
- **Honest and organized.**
- **Ability to work well under pressure independently or in a team.**
- **Able to manage multiple workloads.**
- **Working at highest performance levels even under stress.**
- **Excellent problem-solving skills.**
- **References Available upon request**

